

POSITION AVAILABLE

# PRIMARY SCHOOL INSTRUCTIONAL COACH

CONTRACT TYPE: PERMANENT

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

## THE OPPORTUNITY

For the last four years, Common Good has had the privilege of being a pioneering school operating partner (SOP), mandated by the WCED to partner with and strengthen a growing network of non-fee-paying collaboration schools (now legislated as such) with the goal to improve learner outcomes and close the inequality gap between high-performing resourced and no-fee public schools.

We are looking for a pioneering, resilient, dynamic individual who will work closely with our education team across our partner schools to provide curricular and instructional coaching to improve learner achievement and provide targeted educator development and academic support to meet learner, school, and SOP goals. In particular, the Instructional Coach will be responsible for ensuring the professional development and growth of the educators as well as other network curriculum projects. This role is vital to instilling a culture of professional growth and development in educators across our network of schools.

## YOU'LL THRIVE IN THIS ROLE IF...

You are passionate about being part of a community of change that makes a difference in the quality of teaching and learning in no-fee schools, have the relevant experience, and the desire to serve with an organisation that loves our city and is passionate about social justice. You are driven to collaborate and partner respectfully with educators in supporting sustainable school-level change. You are highly proactive with strong self-leadership, and a pioneering and resilient spirit that is open to working within challenging contexts.

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

### 1. Professional Development for Educators

- Observe, coach, train and provide feedback according to project goals to identified school educators and leaders across a range of subjects, grades, and schools as our portfolio grows.
- Contribute to, develop, or lead the professional development of educators based on best practices in effective instruction for quality of teaching and school culture.
- Be accountable for the provision of coaching and training for the progress and development of educators according to project goals for school improvement.
- Contribute to leadership of teaching and learning to ensure alignment with the WCED's goals of academic excellence.
- Provide regular feedback to the Coaching and Training Specialist based on observations of classroom instruction, curriculum work, and school-based training.
- Embed a culture of growth and support of educators at our schools.
- Support/supplement WCED training to ensure the realisation of teacher development goals according to project goals.

### 2. Content and Curriculum Development

- Provide coaching for the planning, design, and delivery of curriculum for enhanced learner outcomes.
- Serve as a curriculum expert based on your deep knowledge of the CAPS curriculum content, assessment, instructional materials, and resources.
- Contribute to the development, design and creation of appropriate curriculum content and materials such as Medium-Term Plans (MTPs).
- Ongoing support and participation in delivering the Collaboration Schools Assessment project.

## MINIMUM REQUIREMENTS

- NQF Level 6 and/or 7 in a Bachelor of Education or equivalent degree or diploma.
- At least 7 years of primary school teaching experience in a classroom environment. Preferably time in FP and ISP.
- At least 2 years' experience coaching/mentoring teachers in a primary school environment
- Experience as a Grade Head or Department Head
- Specific experience using proven strategies to improve learner attainment in literacy and numeracy.
- Willingness to contribute to the values and ethos of Common Good is essential.
- Fluent in English and Afrikaans (Ability to speak, read and write both)
- Your **own** transport is essential, as you will be travelling between locations regularly.

## COMPETENCIES AND ABILITIES

- Highly proactive with excellent self-leadership.
- Advanced problem-solving and decision-making skills.
- A pioneering and resilient spirit that is open to working in various and potentially challenging school contexts.
- Competent and skilled communicator with high levels of emotional intelligence.
- Approachable and trustworthy
- Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams.
- Mature and responsible attitude towards work with the ability to take ownership of outcomes.
- Highly adaptable to the ever-changing education landscape
- Excellent attention to detail
- Excellent time management & organisational skills

## SKILLS AND KNOWLEDGE

- Demonstrated advanced knowledge and familiarity with the CAPS Curriculum in GET (Primary School)
- Excellent personal teaching and learning practices.
- Ability to co-create instructional support plans to foster teacher development.
- Advanced computer skills especially in Microsoft Office
- Able to foster and maintain good working relationships with all school staff in the network.

Please refer to our website for more information about us:  
<https://www.commongood.org.za/>

## APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references, along with the "consent by job applicant" form by the 13<sup>th</sup> of October 2023

To: [hr@commongood.org.za](mailto:hr@commongood.org.za)

REF: Indicate the job title in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

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[www.commongood.org.za](https://www.commongood.org.za)

info@commongood.org.za  
+27 (0)21 201 1493  
PO Box 36313, Glosderry, 7702  
21 Nelson Road, Observatory, Cape Town  
NPO (062-229-NPO) | PBO (930026077)

## REASONS TO WORK AT COMMON GOOD:

Common Good is Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity, and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women, and children across our nation.

Watch an introductory video:

<https://www.youtube.com/watch?v=GJCth0XbLJ8&t=1s>

Our 2022 review video:

<https://youtu.be/ZAkZ0LTeicc>

More about the Education Team:

<https://www.commongood.org.za/education/>

## QUOTES FROM OUR COACHES:

"I enjoy interacting with educators and being a support for them in their classrooms in order for them to create a happy teaching and learning environment."

"I love seeing how excited teachers are when they master a new skill and achieve success."

"I am motivated by knowing that the work that I do will improve how teachers do their work, which will in turn lead to improving the quality of education."



CONSENT BY JOB APPLICANT

APPLICANT FULL NAME AND SURNAME:

("Candidate") \_\_\_\_\_

This consent is provided by the Candidate in consideration of the obligations imposed by the Protection of Personal Information Act, 2013 (POPIA). The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

1. Protection of Personal Information

- 1.1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
1.2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
1.3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
1.4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
1.5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
1.6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
1.7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
1.8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date [dd/mm/yyyy]